



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CULTURAL/NATURAL RESOURCE SPECIALIST III	35	B	7.856
CULTURAL/NATURAL RESOURCE SPECIALIST II	33	B	7.857
CULTURAL/NATURAL RESOURCE SPECIALIST I	31	B	7.858

SERIES CONCEPT

This class series encompasses positions that perform a broad range of professional and technical work involving but not limited to: cultural/natural resource assessment, programming, funding, evaluation, survey, inventory, preservation, research, education, planning, mitigation, and recovery. Incumbents apply a variety of professional and advanced technical knowledge, skills, methods and practices in performing duties of a specialized nature.

Incumbents conduct research and reference work by investigating, researching and acquiring relevant field survey reports, historical source documents, publications, library research, conducting interviews with cultural representatives, and consulting with other professionals. Research material is organized and written reports or responses are prepared and data compiled for use in federal and State regulatory compliance, educational programs, interpretation of collections, published reports, and/or research projects.

Incumbents collect, arrange, record, and/or conserve historical and cultural material, artifacts, manuscripts, art work, photographs, flora and fauna. New or potential acquisitions are evaluated, registered, cataloged and processed into collections based on relevance of object or document, collection development guidelines, future research work or exhibit purposes. Conservation and preservation techniques are applied prior to storage.

Incumbents perform public outreach services, produce presentations, public programming, develop data bases and organize research material for use by researchers, the public and grant applicants. Develop curriculum for public schools, produce educational and historical publications, and/or plan exhibits. Conducts or coordinates lectures or workshops for schools, clubs, organizations, community groups or institutions regarding various cultural/natural resource topics and research material.

Incumbents prepare grant applications and/or secure private funding sources for State and/or State sponsored programs, including the writing/amending of program descriptions and compiling required financial data. Researches, develops, recommends and implements long range plans and projects within grant guidelines to maximize and enhance services provided. Develops reports regarding program activities, statistics and effectiveness and submits to funding sources as required.

Incumbents conduct field surveys of cultural/natural resource sites, document and interpret results of completed surveys, interview cultural representatives, and perform field evaluations and site excavations. Specific sites are located, identified and recorded. Recovered artifacts are cataloged and plotted. Information is used in report preparation, scientific research, exhibits, performances, educational programming, program planning, and/or to determine impact to cultural/natural resources.

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CLASS CONCEPTS

CULTURAL/NATURAL RESOURCE SPECIALIST III

Under general direction, perform the full range of duties in the series concept and in addition, manage a specialized cultural/natural resource program for assigned agency. This is the first supervisory level in the series. Positions at this level are expected to apply concepts, theories, and practices utilizing considerable judgment and ingenuity in carrying out their assignments.

The Cultural/Natural Resource Specialist III is distinguished from Cultural/Natural Resource Specialist II by having both administrative and technical responsibility for a specialized cultural/natural resource program and directly supervising lower level Cultural/Natural Resource Specialist II's & I's, professionals, technicians and support staff.

Cultural/Natural Resource Specialist III's are responsible for the quality and quantity of work of assigned program area, establishment of performance standards, evaluation of personnel, assignment and review of work, and recommendations in the hiring, firing and disciplinary actions of assigned employees.

EXAMPLES OF WORK PERFORMED: (The following examples of duties provide a general description of the work performed and are not inclusive of duties performed by incumbents at this level.)

1. Department of Transportation: Under general direction, directly supervises Cultural/Natural Resource Specialist II's and I's performing archaeological field survey work to ensure compliance with federal and State guidelines. Oversees field work of assigned staff and conducts preliminary review of completed surveys, testing, and comprehensive archaeological research reports involving large and complex site testing and analysis. Assists the Chief Cultural Resource Manager in coordinating archaeological testing, mitigation, and excavation. Conducts field inventories of equipment and artifacts.

CULTURAL/NATURAL RESOURCE SPECIALIST II

Under direction, acts as a staff specialist for an assigned project or program areas(s) and functions independently performing professional level work requiring considerable knowledge of program theories, principles, and concepts. This is the advanced journey level in the series. Assignments regularly require the ability to perform a variety of duties including research, interpretation, preservation, conservation, field work, education, collections management, report writing and preparation, and/or the development of professional publications.

Incumbents have the freedom to plan and execute assignments and independently coordinate projects with other specialists. Duties may involve lead work over other Cultural/Natural Resource Specialists and/or supervision of lower level technicians, support staff, temporary or contract employees.

Work assignments involve a wide range of professional and technical cultural/natural resource concepts, theories and practices utilizing considerable judgment and ingenuity. Positions at this level are accountable for a program area and are expected to function independently within specified guidelines. Project or program responsibility includes determining individual work priorities and applying established procedures, techniques, standards and guidelines set forth by management. When standards and techniques are not applicable, judgment and ingenuity must be exercised.

Progression to the next level in the series is not automatic and is based on the level of work performed.

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CLASS CONCEPTS (cont'd)

CULTURAL/NATURAL RESOURCE SPECIALIST II (cont'd)

EXAMPLES OF WORK PERFORMED: (The following examples of duties provide a general description of the work performed and are not inclusive of duties performed by incumbents at this level.)

1. **Department of Transportation:** Under direction, performs the full range of duties in the series concept. Additionally, this level is distinguished from the Cultural/Natural Resource Specialist I by responsibility for on-site supervision of archaeological projects, including responsibility for the quality of field operations and data gathering, development of proposals including resource evaluations and recommendations, and preparing comprehensive field records and detailed reports. Positions allocated to this level prepare comprehensive archaeological research reports involving site testing and analysis to meet federal and State requirements.
2. **Department of Conservation:** Under direction, develops the Nevada rare plant list and maintains the data base of ecological information needed to administer NRS 527. Synthesizes data from scientific literature, herbarium records, and contact with other professionals; and prepares and disseminates reports on rare plants. Designs and conducts field inventories to identify occurrences and ecological parameters relating to sensitive plants. Develops guidelines for the protection of sensitive flora and monitors federal listings of rare species. Writes proposals for funding and determines funding priorities.
3. **Council on the Arts:** Under direction, is responsible for cultural program development by coordination of cultural art programs, writing grant applications and providing technical assistance to grant applicants and art constituents and by promoting public and private awareness and interest in cultural arts.

CULTURAL/NATURAL RESOURCE SPECIALIST I

Under general supervision, performs the full range of duties in the series concept under direction of a higher level Cultural/Natural Resource Specialist. This is the journey level in the series. Duties involve professional work conducting research, artifact collection, cataloging, preservation and conservation of assigned collections, field work, project planning and evaluation.

Assignments may be complex in nature and cover a broad scope of program responsibilities. Incumbents exercise judgment and make interpretations when applying guidelines, techniques and concepts requiring a degree of ingenuity or creativity regarding the course of action to accomplish assignments.

Incumbents may serve as a lead over technicians, volunteers, or support staff, providing training, direction and interpretation of policy and procedures.

Progression to the next level in the series is not automatic and is based on the level of work performed.

EXAMPLES OF WORK PERFORMED: (The following examples of duties provide a general description of the work performed and are not inclusive of duties performed by incumbents at this level.)

1. **Department of Transportation:** Under general supervision, prepare field records and detailed reports, and assists in project planning, data gathering and evaluation.

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MINIMUM QUALIFICATIONS

CULTURAL/NATURAL RESOURCE SPECIALIST III:

Options within this class series will be designated at the time positions are classified. Positions in this class may require specialized education and experience which will be identified at the time of recruitment.

EDUCATION AND EXPERIENCE:

Department of Transportation: Graduate degree from an accredited college or university with major coursework in history, architectural history, historical preservation, art history, archaeology, anthropology, or a closely related field; and three years experience performing professional archaeological field studies, of which one year involved on-site supervision with responsibility for the quality of field operations and data gathering; **OR** graduation from an accredited college or university with major coursework in history, architectural history, historical preservation, art history, archaeology, anthropology, or a closely related field; and four years experience as described above; **OR** two years at the Cultural/Natural Resource Specialist II level in Nevada State service.

Applicants' professional qualifications must meet federal and State requirement to manage cultural/natural resource programs and/or to receive the Principal Investigator designation.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

All Options: **Detailed knowledge of:** historic preservation principles, theory and planning. **Knowledge of:** supervisory techniques. **Ability to:** interact diplomatically with agency staff, State and federal agencies, professionals and the general public on a continuous basis; perceive and define cause-and-effect relationships in cultural/natural resources data; write concise, logical, grammatically correct analytical reports and correspondence on history and historic preservation suitable for publication; plan logistics for field projects; *and all other knowledge, skills and abilities required at the lower levels.*

Department of Transportation: **Detailed knowledge of:** the National Historic Preservation Act of 1966, section 106 compliance process and other related federal regulations to supervise cultural/natural resource projects in compliance with historic preservation law. **Knowledge of:** the functions of external regulatory agencies and the general time frame involved in the cultural/natural resources process. **Ability to:** meet State and federal permit requirements for project field supervision.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (Typically acquired on the job)

All Options: **Detailed knowledge of:** where to go within the Department and the State for needed information and to judge what information should be passed on to different levels of management. **Knowledge of:** State and federal agencies and specific requirements pertaining to cultural/natural resources management in Nevada. **Ability to:** coordinate the efforts of division staff and actions to be taken on the basis of cultural/natural resource data collected and project parameters; motivate others to effective action; analyze information, problems, situations, practices, policies and procedures in managing assigned program area.

Department of Transportation: **Detailed knowledge of:** archeological theories and methods to evaluate and make recommendations regarding survey sampling designs, techniques of data recovery and preservation, and research designs for data recovery programs. **Knowledge of:** current Native American interests and concerns in the Great Basin to effectively mitigate projects as required by federal law. **Ability to:** supervise and direct all phases of large site excavation projects.

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MINIMUM QUALIFICATIONS (cont'd)

CULTURAL/NATURAL RESOURCE SPECIALIST II:

Options within this class will be designated at the time positions are classified. Positions in this class may require specialized education and experience which will be identified at the time of recruitment.

EDUCATION AND EXPERIENCE:

Department of Transportation: Graduate degree from an accredited college or university with major coursework in history, architectural history, historical preservation, art history, archaeology, anthropology, or a closely related field; and one year experience performing professional cultural/natural resource work in research, field work, collection, cataloging, analysis and preservation of artifacts and other data; **OR** graduation from an accredited college or university in with major course work in history, architectural history, historical preservation, art history, archaeology, anthropology, or a closely related field; and two years experience as described above; **OR** two years at the Cultural/Natural Resource Specialist I level in Nevada State service.

Applicants' professional qualifications must meet federal and State requirement to manage cultural/natural resource programs and/or to receive the Principal Investigator designation.

Department of Conservation: Graduation from an accredited college or university with major coursework in botany or biology with botanical emphasis and two years of professional experience in the scientific survey, field collection and preservation of plants; **OR** an equivalent combination of education and experience in which the applicant demonstrates possession of the entry level knowledge, skills and abilities.

Council on the Arts: Graduation from an accredited college or university with major coursework in the arts, folklore and folklife, or closely related field and two years of professional level experience which involved general arts administration, management of an arts program, folklore studies, or comparable experience in a public or non-profit setting; **OR** an equivalent combination of education and experience in which the applicant demonstrates possession of the entry level knowledge, skills and abilities.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

All Options: **Knowledge of:** Nevada, Western and U.S. culture, history and prehistory with emphasis on the Great Basin; historic preservation principles, theory and planning; cultural/natural resource laws and regulations; methods, techniques and principles used in research, restoration and preservation. **Ability to:** interact diplomatically with agency staff, State and federal agencies, professionals and the general public on a continuous basis; independently conduct research on cultural/natural resource sites; read and interpret technical and scientific documents; respond effectively to frequent interruptions, distractions, changing deadlines, and requests for information.

Department of Transportation: **Detailed knowledge of:** the National Historic Preservation Act of 1966, section 106 compliance process and other related regulations to ensure compliance with historic preservation law. **Working knowledge of:** environmental impact statements and related documents to fulfill related cultural resources management requirements. **Knowledge of:** the functions of regulatory agencies and the general time frame involved in the cultural resources regulatory process; a variety of tools and equipment used to perform data collection and interpretation. **General knowledge of:** statistics. **Ability to:** research and classify artifacts; *and all other knowledge, skills and abilities required at the lower levels.*

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MINIMUM QUALIFICATIONS (cont'd)

CULTURAL/NATURAL RESOURCE SPECIALIST II: (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (cont'd)

Department of Conservation: **Detailed knowledge of:** the principles and practices of plant taxonomy to identify and classify native Nevada plants, to make fine distinctions between similar species, and to collect and process plant specimens. **Working knowledge of:** the principles and practices of plant systematics sufficient to understand, interpret, and apply scientific literature relating to native Nevada plants; plant reproductive biology to evaluate the conservation status and preferred habitats to provide input on environmental reviews.

Council on the Arts: **Technical knowledge of:** archives and ability to conduct library research. **Knowledge of:** arts, arts policy, folk arts, and folklife fieldwork and documentation; performing arts and presenting organizations; professional arts resources and artistic disciplines; folklore and folklife studies; diverse artistic media. **Ability to:** prepare material for use in the media; locate, document and interpret folk art and artists.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (Typically acquired on the job)

All Options: **Detailed knowledge of:** where to go within the Department and the State for needed information and to judge what information should be passed on to different levels of management. **Ability to:** speak extemporaneously on short notice regarding historic preservation, arts and folk arts, State cultural/natural resource issues and programs and/or archeology at agency and public meetings; analyze information, problems, situations, practices, policies and procedures to organize work flow and accomplish established objectives; interact diplomatically with agency staff, state and federal agencies, fellow professionals, and the general public on a continuous basis; establish rapport and gain the trust of others; respond effectively to frequent interruptions, distractions, changing deadlines, and requests for information.

Department of Transportation: **Knowledge of :** current Native American interests and concerns in the Great Basin to effectively mitigate projects as required by federal law; State and federal agencies and specific requirements pertaining to site importance, making survey recommendations, and conducting archaeological surveys on federal property.

Department of Conservation: **Knowledge of:** standard heritage procedures for information flow and filing of Nevada's rare plants. General knowledge of State and federal laws related to ecological protection and preservation. **Ability to:** utilize specialized equipment in the identification of plant specimens; produce high quality color slides and photographs for inclusion in research library; evaluate the work of others and provide feedback as it relates to rare plant information and issues in Nevada.

Council on the Arts: **Knowledge of:** the Arts Council's and federal grant guidelines and the National Endowment for the Arts rules and regulations on grants. **Ability to:** present cultural, historical and aesthetic information to interested groups and to the media; establish rapport and maintain cooperative working relationships with colleagues and peers, artists, the media, and supporters of cultural arts; assess program and future project needs; locate, document and interpret folk arts and elicit specific information about folk cultural matters to produce public programs and compile folklore archives.

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MINIMUM QUALIFICATIONS (cont'd)

CULTURAL/NATURAL RESOURCE SPECIALIST I

Options within this class will be designated at the time positions are classified. Positions in this class may require specialized education and experience which will be identified at the time of recruitment.

EDUCATION AND EXPERIENCE:

Department of Transportation: Graduation from an accredited college or university with major coursework in history, architectural history, historical preservation, art history, archaeology, anthropology, or closely related field; **OR** an equivalent combination of education and experience in which the applicant has demonstrated possession of the entry level knowledge, skills and abilities.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

All Options: **Knowledge of:** exhibit design and application; North American culture, history and prehistory with emphasis on the Great Basin and the west; historic preservation principles, theory and planning. **Ability to:** research, classify and restore archaeological and anthropological artifacts; plot cultural/natural resources and locate project sites in the field using a compass, transit and rod and on U.S.G.S. topographic maps following the Universal Transverse Mercator grid system; respond effectively to frequent interruptions, distractions, changing deadlines, and requests for information; set priorities which accurately reflect the relative importance of job responsibilities; operate a personal computer and associated software; interact diplomatically with agency staff, State and federal agencies, professionals and the general public on a continuous basis; establish rapport and gain the trust of others; work independently; work under adverse field conditions, to hike and camp in remote areas of the State.

Department of Transportation: **Knowledge of:** the National Historic Preservation Act of 1966, section 106 compliance process to supervise cultural/natural resource projects in compliance with historic preservation law; archaeological terminology; archaeological field methods including excavation procedures, feature identification, collection methods, soil descriptions and the use of survey equipment; basic archive research methods for the preparation of cultural background data, historic and prehistoric feature descriptions, mitigation proposals and technical reports; basic drafting and illustrative graphic techniques; soil horizons and structures in describing stratigraphy; a variety of tools and equipment used to perform data collection and interpretation. **General knowledge of:** mathematics and statistics. **Ability to:** locate and correctly interpret geomorphological features.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (Typically acquired on the job)

All Options: **Knowledge of:** Great Basin artifacts and feature analysis; the cultural/natural resource management process; the geology and geography of Nevada. **Ability to:** exchange ideas and to arrive at decisions, conclusions and solutions to cultural/natural resource problems.

Department of Transportation: **Knowledge of:** the functions of regulatory agencies and the general time frame involved in the cultural resource regulatory process; the Intermountain Antiquities System Users Guide in the processing of archaeological sites and encoding forms; preservation and conservation technology to assess the condition of cultural/natural resources and recommend appropriate action. **Ability to:** describe Great Basin biota and land forms for archaeological documents and site reports; read and interpret design plans, specifications and pit descriptions; conduct primary and secondary research on cultural resource sites.

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	1/31/85R 10/25/85PC	9/23/75	6/29/73	9/23/75
REVISED:	7/1/93P 8/31/92PC	7/1/93P 8/31/92PC	9/23/75	7/1/93P 8/31/92PC
REVISED:	7/1/95P 9/16/94PC	7/1/95P 9/16/94PC	7/1/93P 8/31/92PC	7/1/95P 9/16/94PC
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